

HEALTH AND HUMAN SERVICES SYSTEM

WORK REASSIGNMENT OPPORTUNITY REQUEST

The work reassignment opportunity (WRO) is a procedure to allow vacancies to be filled internally for specific classifications as outlined in the 2003-2005 NAPE/AFSCME Labor Contract. The employee who requests to WRO needs to be assigned to the Service Area which has the vacancy. He/she may not WRO to a different Service Area. If more than one WRO request is received, the eligible employee with the most time in that classification series as an employee of HHSS will be selected; a part-time employee's time will be prorated.

All WRO request forms must be completed and signed. To be considered, the WRO form can be E-mailed, hand-delivered, faxed, or postmarked through U.S. mail to the Human Resources office that supports the location with the vacancy, by the announced closing date. **HHSS employees should not submit the completed WRO form via interoffice mail, because there is no postmark date to document timeliness of submittal.**

For the WRO request to be approved, the following conditions must be met:

1. The classification of the vacant position is designated for the WRO process.
2. Job performance is satisfactory as documented in the most recent performance evaluation.
3. No formal disciplinary actions since the most recent performance evaluation.
4. Employed with HHSS for more than 24 months.
5. Has not been selected through the WRO process within the past twenty-four (24) months.
6. Has met the specific qualifications and/or experience requirements needed to perform the job as listed in the WRO posting.

Employee: _____ Employee ID#: _____
(Print name legibly)

Current Job Title: _____

Current work location/unit: _____

Requested WRO position number: _____

Requested WRO work location/unit/: _____

Human Resources use only

Date Received: _____

Class Seniority Date: _____

Date Approved: _____

Date Denied: _____

Effective Date: _____

Comments: _____

Employee's signature and date

Home Phone: _____ Work Phone: _____